

**MIDDLETOWN-PURCHASING OFFICE ROOM 112
MUNICIPAL BUILDING 245 DEKOVEN DRIVE
MIDDLETOWN, CT 06457
(860) 638-4895
(860- 638-1995) Fax**



**CITY OF MIDDLETOWN
REQUEST FOR PROPOSAL**

RFP #2014-008

**CONSULTANT SERVICES TO PERFORM COMPLETE REVIEW OF
JOB CLASSIFICATION AND PAY SYSTEMS**

PROPOSALS DUE BY: Friday, April 4, 2014 at 3:00 P.M.

**Carl Erlacher
Director of Finance**

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**REQUEST FOR PROPOSALS
CITY OF MIDDLETOWN**

The City of Middletown is accepting proposals from interested consulting firms to conduct a comprehensive study of its Classification and Pay System. Proposals, addressed to the Supervisor of Purchases, City of Middletown, c/o the Purchasing Office, Room 112, Municipal Building, Middletown, Connecticut 06457, will be accepted until **Friday, April 4, 2014 at 3:00 pm** for the following project:

**RFP #2014-008
CONSULTANT SERVICES TO PERFORM COMPLETE REVIEW
OF JOB CLASSIFICATION AND PAY SYSTEMS**

Proposal forms may be obtained at the Office of the Supervisor of Purchases, Room 112, Municipal Building, 245 DeKoven Drive, Middletown, Connecticut 06457, Monday through Friday between the hours of 8:30 A.M. and 4:30 P.M **for a fee of \$.50 per page.** It is **preferred** that they are downloaded **free of charge on the City of Middletown web site: www.MiddletownCT.gov**. All questions concerning this request must be directed to the office of the Supervisor of Purchases at (860) 638-4895.

Proposal documents, amendments to proposals or withdrawals of proposals received after the time set for the receipt of proposals **will not be considered.** The City of Middletown reserves the right to waive any defect or irregularity in any proposal and shall reserve the right to reject any or all proposals.

All firms submitting a proposal with questionnaire are subject to and must comply with the equal opportunity and non-discriminatory provisions set forth in the Affirmative Action Plan of the City of Middletown.

Date: 03/05/2014
Middletown, Connecticut

Donna L. Imme, CPPB
Supervisor of Purchases

RFP # 2014-008
CONSULTANT SERVICES TO PERFORM COMPLETE REVIEW OF
JOB CLASSIFICATION AND PAY SYSTEMS

INTENT AND GENERAL INFORMATION

The City of Middletown, Connecticut is located along the western shore of the Connecticut River, approximately 15 miles south of Hartford, and 23 miles north of New Haven. The City is accessible from Route 9, I-91 and I-84. It is the home of Wesleyan University in the County Seat of Middlesex County. Today, the City of Middletown has a population of approximately 48,000 people.

The City operates under a municipal charter, first adopted in 1964, which defines the powers and responsibilities of the Mayor, the City Council, and the City Administration. By charter, the Council approves employees' compensation, collective bargaining agreements, and the number of titles of all City positions.

The Mayor is the Chief Executive Officer of the City. The Mayor's staff includes one Chief of Staff and several administrative staff. The office executes the directives of the Common Council, sets major administrative policy and provides leadership to the City's operations.

There are currently 20 City departments and each is supervised by a department head.

The City's workforce is almost completely organized and represented for collective bargaining purposes. There are approximately **21 classifications for 21 non-unit employees**. The City's workforce is represented by the following labor organizations, excluding public safety departments (police and fire):

- **American Federation of State, County and Municipal Employees, Council 4 - Local #466 (white collar and blue collar) – 114 position classifications, approximately 350 employees;**
- **Teamsters, Local #671 (supervisors, manager/professionals, directors/department heads) – 52 position classifications, 55 employees;**

Collective bargaining is governed by the Municipal Employees Relations Act which provides for final and binding arbitration of municipal collective bargaining agreements concerning wages, benefits and other terms and conditions of employment.

SPECIAL REQUIREMENTS

The City is required periodically to review its classification system. The last comprehensive classification and pay study was conducted in 2000. Since then, numerous job classifications have been revised and created.

The present Classification Rating System is based on a plan known as the "Maximus Classification System." In recent years, due to economic and technological changes, an increasing number of problems have appeared in the system, including the following:

- Increased number of requests for reclassification of positions;

- Increased requests for pay/salary adjustments;
- Perceived inability of the present system to measure adequately the difference in job classifications;
- Increased disparity in salary grades for comparable positions with similar duties and job classifications.

SCOPE OF SERVICES

It is the intent of the City of Middletown to enter into an agreement with a consulting firm to conduct a comprehensive study of its Classification and Pay System.

The selected respondent will be expected to perform the following tasks:

- **Conduct a complete classification and pay study;**
- **Review each position through interaction with employee and/or supervisor;**
- **Collaborate with Supervisors and Department Heads;**
- **Present revised job classifications with salary recommendations;**
- **Utilize a recognizable/quantifiable system for compensation;**
- **Prepare final report with recommendations to General Counsel, Human Resources Director and Mayor.**

The following experience and qualifications are required:

- Extensive experience in working with a highly unionized workforce;
- Ability to complete study in time frame allowed;
- Similar experience with municipalities in public sector organizations similar in size and economic characteristics.

Mandated Accomplishments

- Develop and help implement a method of job definition and classification that adequately describes the essential and related functions of each position. Also, list specific duties, responsibilities, qualifications, organizational placement, lines of authority and career progressions.
- Develop and install a system of job evaluation that equitably determines proper salary relationships, with due consideration given to job content, internal organizational relationships, level of responsibility, efficiency and equity.
- Provide updated, accurate job descriptions and recommend the allocation of approximately 187 classifications, excluding public safety, totaling approximately 522 positions/employees. The classifications are allocated as follows:

AFSCME Council 4 - Local #466 consists of Blue Collar and White Collar positions – 350 employees;

Blue Collar Sector consists of 66 classifications;

White Collar Sector consists of 48 classifications;

Teamsters Local #671 consists of approximately 52 classifications – 55 employees

Non-bargaining Sector consists of approximately 21 classifications – 21 employees

- Provide a salary plan and procedures for the administration of such plan and recommend pay levels for each classification.
- Provide descriptions and definitions and each job classification's required knowledge, skills and abilities to serve as the basis for selection and promotion.
- Present proposals to City of Middletown Common Council as deemed necessary in a workshop format or formal presentation and provide updates on the progress of the study as requested by the General Counsel/Director of Human Resources.
- Review recommendations for changes as follows and present a sound, proven method of implementation:
 - Conduct meetings with department heads and City officials to explain the objectives of the study and to describe study procedures.
 - Collect information on all current positions by means of a job analysis questionnaire, personal interviews, field observation or some other documented, approved method of classification review.
 - Audit by way of direct interview or field observation of minimum of one per each job classification.
 - Coordinate, involve, consult with the General Counsel/Director of Human Resources on the progress of the survey, etc. and provide updated reports as needed.
 - Establish standard job classes based on professionally accepted practices.
 - Conduct salary surveys of other comparable public entities which are fiscally and demographically comparable to Middletown.
- Prepare allocation lists showing the recommended classification of each position.
- Present recommendations and proposals to the City for review and comment and make revisions deemed to be necessary and proper.
- Prepare a final report, thoroughly documenting and explaining all study procedures, findings and conclusions.

- Prepare allocation lists showing the recommended classification of each position and monetary impact on the City of Middletown.
- Present completed study and recommendations to the Mayor or Office of General Counsel (OGC), Mayor and Common Council as deemed necessary by the General Counsel.
- Provide a training manual and assist with training to the Human Resources staff in maintaining and administering the newly developed classification and pay system.
- Prepare a separate manual for administering the job evaluation system and submit to the City in an electronically modifiable format all forms and documents used and developed during the course of the study.
- Train City Human Resources staff in the methodology of the study and in the techniques and procedures for administering the recommended classification and pay plans. Provide a mechanism for periodic maintenance and updating.
- On an ongoing basis – Review employees' claims that material change has occurred in job duties over the prior one year period.
- Present factual information and testimony in arbitration proceedings as necessary.

In addition to the above tasks for completion of classification study, successful respondent shall assist the City of Middletown with the following:

- Initiate a study of all positions within the Teamsters Local #671 bargaining unit for purposes of determining exempt status (pursuant to the Fair Labor Standards Act); and
- Assign a representative to serve as a neutral representative on the Labor Management Committees to both the AFSCME Local #466 and Teamsters Local #671 bargaining units upon final implementation of classification study.

TERM OF CONTRACT

The selected respondent(s) will be expected to commence provision of services immediately upon execution of the contract.

The completion date of the job classification and pay study will be six (6) months from date of the contract award.

PROJECT MANAGEMENT

The contract shall be managed for the City by Kathleen Morey, Director of Human Resources or her duly authorized designee.

ADDITIONAL INFORMATION

1. EXECUTION OF CONTRACT:

The City of Middletown will review qualification statements within thirty (30) days from receipt. An agreement and method of compensation will be negotiated with the selected consultant.

2. EVALUATION AND SELECTION:

The City shall review all qualification statements received and short list to the three (3) most qualified firms. Selected firms shall then be notified in writing. The City may then interview the most qualified firms.

Firms selected to interview shall prepare an oral presentation not to exceed twenty (20) minutes:

Following approval of the consultant selection, a meeting will be scheduled by the Department at which all parties shall agree upon a detailed Scope of Services and fee proposal format.

3. QUESTIONS:

No oral interpretations shall be made to any respondent as to the meaning of any of these documents or to be effective to modify any of the provisions of this request. Every request for an interpretation shall be made in **writing**, addressed and forwarded to the **Department of Finance, c/o Supervisor of Purchases, Municipal Building, 245 DeKoven Drive, Middletown, Connecticut 06457**. Questions may be emailed at **purchase@middletownct.gov** or sent via facsimile 860-638-1995

To receive consideration, such questions shall be submitted in writing no later than **Tuesday, March 25, 2014 by noon.**

The Supervisor of Purchases will arrange as addenda, which shall become a part of the contract, all questions received as above provided and the decision regarding each. At least five (5) days prior to the receipt of qualifications, the Supervisor of Purchases will post a copy of said addenda at **www.middletownct.gov**.

Non-receipt of said addenda shall not excuse compliance with said addenda. **Please note it is the responsibility of each respondent to determine whether any addenda have been issued and if so whether he/she has received a copy of each. All addenda and/or updated information will be posted to our city website at www.middletownct.gov. Bidders are required to visit our website to acknowledge all updates and said addenda's.**

No alleged "verbal interpretation" shall be held valid. Any addenda issued during the bidding period shall supersede previous information.

4. RECEIPT OF QUALIFICATION STATEMENTS:

Pursuant to the "Invitation to Submit a Qualifications", Qualification Statements for providing services will be received by the Purchasing Department, Room 112, at the time and date set forth therein with the award to be made as soon as practicable thereafter. Qualification Statements received prior to the date set for receipt will be securely kept. Qualification Statements received by the time set for receipt will be opened and recorded by the Supervisor of Purchases at the exact time set for receipt irrespective of any irregularities therein. Respondents and or their representative and any interested public may be present.

Qualification Statements must be signed and acknowledged by the respondent where indicated; submitted in an envelope using the bid label provided.

METHOD OF SELECTION FOR CRITERIA FOR AWARD

The following factors will be considered by the Professional Services Committee in evaluating the proposals submitted for award. The factors to be evaluated will not necessarily be evaluated in the order they are presented.

Selection Criteria

The following criteria will be used, without limitation, in determining the successful Provider:

- The Respondent's technical understanding of the project, its purpose, scope and field and evidenced by the quality of the proposal submitted.
- The background and experience of the Respondent in providing similar services elsewhere, including the level of experience in working with municipalities and/or other governmental bodies of similar size, and the quality of services performed, either for the City or for other municipal or private sector clients.
- The specific background, education, qualifications and relevant experience of the individuals designated to provide services, especially those of the day-to-day program manager, including a review of *curricula vitae*, and documentation of relevant and pertinent training and accreditations of each.
- Commitment to the City's timetable for the project.
- Assessment of the Respondent's ability to develop and maintain a positive working relationship with City staff and actively communicate with same.
- Location of the Respondent's office(s).
- Competitiveness of proposed fee, although the City is not bound to select the respondent who proposes the lowest fees for services. The City reserves the right to negotiate fees with the selected respondent.
- The Respondent's responsiveness and compliance with the RFP requirements and conditions.
- A review of references from other clients as provided in the Proposal submitted.
- Determination that the selected Provider has no contractual relationships which would result in a conflict of interest to the City's contract.

Proposals in response to this RFP will be reviewed against the criteria listed above, and award of contract shall be made in accordance with standard purchasing procedures.

GENERAL TERMS AND CONDITIONS

Any prospective respondents must be willing to adhere to the following conditions and must positively state their compliance to them in the request for qualifications.

1. Acceptance or Rejection by the City of Middletown - The City of Middletown reserves the right to accept and or reject any or all qualification statements submitted for consideration to serve the best interests of the City of Middletown. Offerors who's qualification statements are not accepted shall be notified in writing.

2. Ownership of Documents - All qualification statements submitted in response to this RFQ are to be the sole property of the City of Middletown and subject to the provisions of Section 1-19 of the Connecticut General Statutes (re: Freedom of Information).

3. Ownership of Subsequent Products - Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFQ is to be the sole property of the City of Middletown unless stated otherwise in the RFQ or contract.

4. Timing and Sequence - Timing and sequence of events resulting from this RFQ will ultimately be determined by the City of Middletown.

5. Oral Agreements - Any alleged oral agreement or arrangement made by a consultant with any agency or employee will be superseded by the written agreement.

6. Amending or Canceling Requests - The City of Middletown deserves the right to amend or cancel this RFQ, prior to the due date and time, if it is in the best interest of the City to do so.

7. Rejection for Default or Misrepresentation - The City of Middletown reserves the right to reject the proposal of the consultant which is in default of any prior contract of for misrepresentation.

8. City's Clerical Errors in Awards - The City of Middletown reserves the right to correct inaccurate awards resulting from its clerical errors.

9. Rejection of Qualified Qualification Statements - Qualification statement are subject to rejection in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the RFQ.

10. Changes to Qualification Statements - No additions or changes to the original qualification statement will be allowed after submittal.

11. Contract Requirements - A formal Town/Consultant Agreement will be entered into with the consultant selected. The contents of the proposal submitted by the successful respondent and the RFQ will become part of any contract award.

Town / Consultant agreements will comply with the requirements of Agreement Bulletin 90-8, "Procedure for Consultant of Contracting Engineer Agreements", and Agreement Bulletin 89-1, "Audit Requirements in Consultant Agreements", Agreement Bulletin 89-14, "Liability Insurance", Agreement Bulletin No. 88-11, "Professional Services Liability Insurance", Agreement Bulletin 88-11, "Professional Liability Insurance", and Agreement Bulletin 88-3, "Contract Price Adjustments and Payroll Certification".

12. Rights Reserved to the City of Middletown - The City of Middletown reserves the right to award in part, to reject any and all qualification statements in whole or in part, to waive technical defects, irregularities and omissions if, in its judgment, the best interest of the City will be served.

13. Withdrawal of Qualification Statements - Negligence on the part of the respondent in preparing the qualification statement confers no right of withdrawal after the time fixed for the acceptance of the qualification statement.

14. Assigning, Transferring of Agreement - The successful respondent is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this agreement of its rights, title or interest therein or its power to execute such agreement to any other person, company or corporation without the prior consent and approval in writing by the City.

15. Cost of Preparing Qualification Statements - The City shall not be responsible for any expenses incurred by the organization in preparing and

submitting a qualification statement. All qualification statement shall provide a straight-forward, concise delineation of the firm's capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.

16. Definition of Terms - For the purpose of this proposal whenever the word "respondent" appears it shall refer to "consultant" and whenever the word "consultant" appears it shall refer to "respondent".

17. Affirmative Action - Demonstration of commitment to Affirmative Action by full compliance with the regulations of the Commission of Human Rights and Opportunities (CHRO).

RFP #2014-008
CONSULTANT SERVICES TO PERFORM COMPLETE
REVIEW OF JOB CLASSIFICATION AND PAY SYSTEMS

PROPOSAL PAGE

Issued 03/05/2014 Reply Date: Friday, April 4, 2014 at 3:00 P.M.

To: Donna L. Imme, CPPB
Supervisor of Purchases
Room 112, Municipal Building
245 DeKoven Drive
Middletown, Connecticut

We, the undersigned submit our qualifications for consultant services to provide Downtown Urban Design Services for the City of Middletown, Middletown, CT in accordance with the Scope of Services outlined in this request, and as further modified by negotiation, and submit for your consideration the following:

RESPONDENT CHECKLIST

We have submitted the following for your review:

- | | | |
|----|---|-------|
| 1. | Letter of Transmittal | _____ |
| 3. | Summary of Firm's Experience | _____ |
| 4. | Resumes of Key Personnel | _____ |
| 5. | Fee Schedule | _____ |
| 6. | Non-Collusive Statement | _____ |
| 7. | Affirmative Action Experience
Summary & Affirmative Action
Policy Statement & Plan | _____ |
| 8. | Submit six (6) Copies of Qualification
Statement (Incorporate all of the requirements
Set forth in the section entitled "Submission
Of Qualification Statements") | _____ |

THE BID MUST BE SIGNED BY THE BIDDER TO BE ACCEPTED

COMPANY NAME

SIGNATURE AND TITLE

SCHEDULE OF FEES	
Item #1	<p>LUMP SUM FEE FOR CONSULTING SERVICES FOR THE RECLASSIFICATION OF POSITIONS FOR APPROXIMATELY 187 CLASSIFICATIONS (<u>426</u> EMPLOYEE/POSITIONS).</p> <p>_____ (\$ _____)</p> <p>WRITTEN FIGURES</p>
Item #2	<p>HOURLY FEES FOR ONGOING MAINTENANCE /UPDATE SERVICES ON AN AS NEEDED BASIS (PLEASE LIST WAGE CATEGORIES AND ASSOCIATED FEES)</p> <p>_____ (\$ _____)</p> <p>Written Figures</p> <p>_____ (\$ _____)</p> <p>Written Figures</p> <p>_____ (\$ _____)</p> <p>Written Figures</p> <p>_____ (\$ _____)</p> <p>Written Figures</p>

We acknowledge receipt of the following addendum, if applicable:

Addendum # 1 Date _____

Addendum # 2 Date _____

PLEASE NOTE: All of the information below is REQUIRED. Please do not leave any information blank.

Date: _____

Corporation Name (if applicable)

Company Name

Mailing Address:

Payment Address (If different from mailing addr.):

Address

Address

City, State and Zip

City, State and Zip

FEIN NUMBER: _____ -- _____

Type of Organization: _____ **Individual / Sole Proprietor**
(Please Check One)

_____ **Limited Liability Company / Partnership**

_____ **Corporation**

Contact Information

Contact Name: _____ **Title:** _____

Additional Contact: _____ **Title:** _____

Phone Number: _____ **Fax:** _____

Email Address: _____

Website: _____

SIGN HERE: I hereby certify that the above information is correct.

Print or Type Name & Title

Signature

Date

WITH EACH PROPOSAL, THE BIDDER SHALL SUBMIT A SIGNED NON-COLLUSIVE STATEMENT ON THE FORM ENCLOSED HERE-IN (PAGE 15).

CITY OF MIDDLETOWN CONNECTICUT

NON-COLLUSIVE BID STATEMENT

All vendors are required to sign a Non-Collusive Statement with all public bids as follows:

- I. The bid has been arrived at by the vendor, independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment, or services described in the Request for Proposals, designed to limit independent bidding or competition, and
2. The contents of the bid have not been communicated by the vendor or its employees or agents to any person not an employee or agent of the vendor or its surety on any bond furnished with the bid, and shall not be communicated to any person prior to the official opening of the bid.

Date _____

Signed

Company

Address

Telephone Number

ARTICLE I--EQUAL OPPORTUNITY IN EMPLOYMENT.

26-1 Contract Provisions Required

Every contract made by or on behalf of the City of Middletown for the construction, lease, alteration or repair of any public building or public work, or for the purchase, manufacture, sale or distribution of materials, equipment or supplies shall contain provisions providing for equal opportunity in employment.

26-2 Enforcement Officer

The Human Relations Director, who is the City's Affirmative Action Officer, shall have the authority to enforce this ordinance.

26-3 Provisions to be Included

- A. Every contract for the construction, alteration or repair of any public building or public work shall contain the following provisions approved by the Human Relations Director:

The contractor agrees and warrants that in the performance of this contract he will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex (including pregnancy), transgender status, gender identity or expression, intellectual disability or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, political belief, Vietnam Era Veteran status, union membership, genetic history, criminal record (unless the provisions of Section 46a-60, 46a-80(b) or 46a-81 of the Connecticut General Statutes are controlling or there is a bona fide occupational qualification excluding persons in one of the protected groups) present or past history of mental or physical disability, or sexual orientation in any manner prohibited by the laws of the United States or of the State of Connecticut or the City of Middletown. The contractor also agrees to provide the Affirmative Action Officer of the City of Middletown with such information that may be requested concerning the employment practices and procedures of the contractor as related to the provisions of this section.

- B. The aforesaid provision shall include, but not be limited to, the following: advertising, recruitment, layoff, termination, rates of pay or other forms of compensation, conditions or privileges of employment selection for apprenticeship, selection or retention of subcontractors, or in the procurement of materials, equipment or services.

26.4 Notices to be posted on project site.

The contractor shall hereinafter post on the project site, in conspicuous places available for employees and applicants for employment, notices setting forth its non-discrimination requirements.

26.5 Subcontractors and Suppliers

In all pre-contractual contracts between contractor and any subcontractor or supplier either for work to be performed under a subcontract or for the procurement of materials, equipment or services, each subcontractor or supplier shall be notified in writing by the contractor of the contractor's obligations under this contract relative to non-discrimination and each subcontractor or supplier, by his contracting agent, shall agree to and be bound by the terms of this Contract.

26.6 Effect on other laws

Nothing contained herein is intended to relieve any contractor from compliance with all applicable federal, state and municipal legislation or provision concerning equal employment opportunity, affirmative action, non-discrimination and related subjects during the term of its contract on this project.

(4/7/80; 3/8/93, 11/1/02, 2/3/03, 6/3/13)

EXHIBIT A – INSURANCE REQUIREMENTS

RFP #2014-008 CONSULTANT SERVICES TO PERFORM COMPLETE REVIEW OF JOB CLASSIFICATION AND PAY SYSTEMS

A. GENERAL REQUIREMENTS:

VENDOR shall be responsible for maintaining insurance coverage in force for the life of this contract of the kinds and adequate amounts to secure all of **VENDOR'S** obligations under this contract with an insurance company(ies) with an AM Best Rating of A- VIII or better licensed to write such insurance in the State of Connecticut.

The insurer shall provide the City of Middletown with original completed **Certificates of Insurance signed by an authorized representative of the insurance company(ies)** prior to purchase order/contract issuance. **VENDOR** also agrees to provide replacement and/or renewal certificates at least thirty (30) days prior to the expiration of each policy.

Such insurance or renewals or replacements thereof shall remain in force during **VENDOR'S** responsibility under this contract.

VENDOR, at their own cost and expense, shall procure and maintain all insurances required and shall name the City of Middletown as an Additional Insured on all contracts, except Workers' Compensation and Professional Errors & Omissions coverage. Coverage is to be provided on a primary, noncontributory basis. Upon request, **VENDOR** shall provide a copy of the policy endorsement confirming the additional insured status of all parties required to be named in accordance with the terms of this contract.

In order to facilitate this requirement for insurance, it is recommended that VENDOR forward a copy of these requirements to their insurance representative(s).

B. SPECIFIC REQUIREMENTS:

(1) Workers' Compensation Insurance -

VENDOR shall provide Statutory Workers' Compensation Insurance, including Employer's Liability with limits of:

\$100,000 Each Accident
\$500,000 Disease, Policy Limit
\$100,000 Disease, Each Employee

(2) Commercial General Liability Insurance -

VENDOR shall carry Commercial General Liability insurance (Insurance Services Offices Incorporated Form CG-0001 or equivalent). A per occurrence limit of \$1,000,000 is required. The Aggregate Limit will be not less than \$1,000,000. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

(3) Business Automobile Liability Insurance -

If available, **VENDOR** shall carry Business Automobile Liability insurance (Insurance

Services Office Incorporated Form CA-00001 or equivalent). A combined single limit each accident of \$1,000,000 is required. "Any Auto" (symbol 1 or equivalent) is required. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

(4) **Professional Liability Insurance –**

VENDOR shall carry Professional Liability Insurance in an amount of not less than \$1,000,000.

C. SUBCONTRACTORS REQUIREMENTS:

VENDOR shall require the same insurance that it is required to carry by the City of Middletown to be carried by any subcontractors and independent contractors hired by **VENDOR** and to obtain **Certificates of Insurance** before subcontractors and independent contractors are permitted to begin work.

VENDOR shall require that the City of Middletown be named as an Additional Insured on all subcontractors and independent contractors insurance, except Worker's Compensation and Professional Errors and Omissions coverage, before permitted to begin work. Coverage is to be provided on a primary, noncontributory basis.

VENDOR and all subcontractors and independent contractors and their insurers shall waive all rights of subrogation against the City of Middletown and its officers, agents, servants and employees for losses arising from work performed by each on this contract.

D. OTHER

- If any policy is written on a "claims-made" basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of work/service performed under this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.
- The City reserves the right to amend amounts of coverage required and types of coverage provided based on work or service to be performed.

**INSURANCE LANGUAGE
APPROVED AS TO FORM:**

**DAWN M. WARNER
RISK MANAGER**

**February 11, 2014
DATE**

Bid Return Label

Always use Mailing Label below on all packages when submitting bids to the City of Middletown Purchasing Office for clear identification of your bid response.

Official Bid Documents Enclosed:

RFP #2014-008 – Consultant Services to Perform Complete Review of Descriptions and Salaries within the Classified Plan

Return Date: Friday, April 4th, 2014 at 3:00 pm

**City of Middletown Purchasing Department
Municipal Building Room 112
245 DeKoven Drive
Middletown, CT 06457**

